

*Newark Association*

# Constitution

and

## By-Laws



Adopted May, 1906

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AND  
BY-LAWS



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## PREAMBLE.

We, the members of the Graphic Art League, of Newark, N. J., several of which were members of the old Sketch Club of this city, which suspended activity about 1898, have decided to again bring to life the old club and act under its name and charter. Therefore, at a meeting held on April 5th, 1906, the Graphic Art Club disbanded and its members formed anew "The Sketch Club, of Newark, N. J.," taking over all the effects and assets of the Graphic Art League. ..

NOTE—The above preamble was written in April, 1906.

## ACT OF INCORPORATION.

We, therefore, whose names are hereunto subscribed, do ordain and establish the following Constitution and By-Laws.



# CONSTITUTION

## ARTICLE I.

### NAME.

The name of this Corporation shall be "THE SKETCH CLUB OF NEWARK, N. J."

## ARTICLE II.

### OBJECT.

The object of this club shall be the study and advancement of art in the city of Newark, N. J.

## ARTICLE III.

### MEMBERS.

The club shall consist of active and non-active members. Any person of good character wishing to become a member may visit our club rooms upon the invitation of a member of good standing, who will placard the candidate's application blank on the bulletin board at least one week before the regular monthly meeting, and if said candidate has paid the regular initiation fee and filled out the usual form of application blank, he will be proposed by a member of good standing. The candidate will step into the ante-room and a vote will be taken. A unanimous vote will elect him a member; he will then be admitted as such by the Board of Control, after signing the Constitution and By-Laws, of which a copy will have been furnished him at least three days prior to his initiation. He shall as a member of this corporation enjoy all its rights and privileges so long as he shall conform to the said Constitution and By-Laws and to the rules of the club as the same may be from time to time adopted.

All members not under ban of suspension shall be entitled to vote, and be eligible to office at the annual meetings.

## ARTICLE IV.

### OFFICERS.

The officers of the club shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Librarian and Instructor. They shall be elected by ballot at the regular *annual* meeting and shall serve for one year or until their successors are elected.

Said officers, with four non-active members, shall constitute the Board of Control, which shall have full charge of all matters concerning the government of the club, the admission, expulsion and suspension of members, the regulation and remission of all fees and dues, and such other matters as shall be placed in their charge by the By-Laws.

The President shall preside at all the meetings of the club and of the Board of Control; he shall appoint all standing and other committees, shall call all meetings of the club and Board of Control and sign all warrants for the payment of money before same shall be paid by the Treasurer. He shall be *ex-officio* a member of all committees, and at each annual meeting shall make report of the condition of the club and recommend such measures as may be for its general welfare.

The Vice-President shall preside in the absence of the President, and in case of vacancy, for any cause, in the office of President, the Vice-President shall become President and shall exercise the office until the next annual meeting of officers.

The Recording Secretary shall keep a faithful record of all meetings of the club and of the Board of Control; he shall keep a roll of the members and preserve all records, documents, minutes and archives of the club, and at the end of his term of office shall deliver the same to his successor in office.

In the absence of the Corresponding Secretary, he shall discharge the duties of that officer.

The Corresponding Secretary shall have charge of and conduct all the correspondence of the club, shall send notices of all regular, special and annual meetings, and in the absence of the Recording Secretary, shall discharge the duties of that officer.

The Treasurer shall receive and disburse all the moneys of the club. He shall pay no bills and contract no debts except such as authorized by the Board of Control and upon warrants signed by the President, which warrants shall be his sufficient vouchers in the settlements of his accounts. He shall have the custody of funds and securities of the club and shall deposit the same in the name of The Sketch Club of Newark, N. J., in such institution as the Board of Control shall, from time to time, direct. He shall keep an accurate account of all receipts and expenditures and shall report the same, in detail, to each monthly meeting of the club, and at the expiration of his term of office shall surrender to his successor all books, moneys, securities and other property in his hands or custody, and his books and accounts shall be at all times open to the inspection of the Board of Control.

He shall make a monthly statement of the members' standing and report any member that is three months in arrears to the Board of Control, who will take action on same.

Whenever it shall be deemed necessary he shall give bond in such sum and with such security for the faithful performance of his duties as the Board of Control shall direct, and in case of a vacancy in the office for any cause, the Board of Control shall appoint a Treasurer for the unexpired term.



The Librarian will maintain a collection of books, magazines, weekly and daily newspapers, etc., preserve all sketches in the club rooms, take charge of all drawing paper and sketching materials, and keep a small supply of material on hand to sell to members at cost. In case of vacancy the Board of Control may elect a new Librarian to serve for balance of the term.

## ARTICLE V.

### THE BOARD OF CONTROL.

The executive Board of Control shall consist of the President, Vice-President, Instructor, the Recording and Corresponding Secretaries, the Treasurer, Librarian and four non-active members. It shall have power:

1. For the admission of members.
2. To suspend or expel any member for any violation of the Constitution or By-Laws, or any breach of the rules or for misconduct, upon reasonable notice to such member of the charges against him and of a hearing of the same by the Board of Control, at which he shall be entitled to be present. If an accused member is not present after he has received notice to appear before the Board, he shall receive another notice, and if he again fails to appear to defend himself, the Board may try his case in his absence, provided, however, the accused is not prevented from attending the trial by sickness or sojourn out of town, in which case a written excuse must be sent to the Board in time to be read at the meeting. This rule shall also be applied in the case of any officer whom the Board may remove from office in good and substantial cause is shown to warrant this step.

3. To determine, from time to time, the initiation fees and to change the same as occasion may require. The Board shall have the care and custody of the property and paraphernalia of the club. It shall hold regular monthly meetings one week prior to that of the regular monthly meeting of the club to prepare its books and reports, and special meetings may be held at any time upon the call of the President. Four members of the Board shall be necessary for a quorum, and a majority of any meeting at which a quorum shall be present shall be sufficient for the passage of any motion or resolution. No contract shall be made involving the expenditure of money until the same shall be first authorized by the Board, and all its bills for moneys due by the club shall be first approved by the Board and ordered paid before the President shall draw his warrant upon the Treasurer therefor.

## ARTICLE VI.

All initiation fees and dues, as fixed by the Board of Control, shall be paid to the Treasurer in advance.

Any member who is three months in arrears may be suspended by the Board of Control, and thereupon all his rights and privileges of membership shall cease until his disability shall be removed; but the Board of Control may, for good cause, relieve any sick or poor or absent member from paying dues for a limited time.

The initiation fee for active members shall consist of the payment in advance of the first three months' dues.

The dues of membership (which may be changed from time to time by the Board, is one dollar per month in advance, besides the pay-



ment of a fraction of the cost of model hire when sketching from model at the working sessions of the club. The fractional share of payment for model hire shall in no case exceed twenty (20) cents, and if by above contribution not enough money can be collected to pay the model, the Treasurer shall pay the difference out of the club's treasury.

At the close of the working session each member having sketched from the model will pay to the Treasurer his share of the model hire as above stated.

## ARTICLE VII.

### MEETINGS.

The annual meeting shall be held on the last Saturday of April, on which occasion will be held the annual election of officers, and upon at least one week's notice by the President through the Corresponding Secretary.

Special meetings of the club may be called either by the President or Board of Control, or by a majority of the club members; provided, however, that in the latter case notice has been given a week previous to such a meeting, by posting on the bulletin board a written order on paper to that effect, signed by the callers.

Nine members constitutes a quorum at all meetings, and a majority of all members present shall be necessary to an election.

## ARTICLE VIII.

### AMENDMENTS.

The Constitution may be amended at any time when a quorum is present by a two-thirds vote, provided such amendment is posted on the bulletin board thirty days before the meeting.

# BY-LAWS

## ARTICLE I.

At each annual meeting a committee of three shall be appointed to audit the accounts of the Treasurer and report the result before the adjournment.

## ARTICLE II.

Active members will be expected to begin work from model at 8 P. M., and close the working session at 10 P. M. Active members only allowed during working sessions.

## ARTICLE III.

The Model Committee will be expected to hire models at least one month in advance and post the date and class of model on the bulletin board for at least four weeks in advance.

This committee shall be appointed by the President for a term of three months and shall keep a ledger of names, addresses, sex, age (as near as possible), and whether nude or costume, of all models hired, and at the expiration of its term turn this list over to its successors.

## ARTICLE IV.

The Board of Control shall map out a programme of smokers, exhibitions, ladies' nights and such functions as will create good fellowship and interest in the club by the public in general.

## ARTICLE V.

It shall be a misdemeanor on the part of a member to cause unnecessary disturbance, either by loud talking or by vulgar and profane language, or in any way disturb the working session.

Any member guilty of such misdemeanor may be suspended or expelled by the Board of Control.



## ANNUAL MEETING.

### ORDER OF BUSINESS.

Call to order.  
Roll call of members.  
Minutes of last meeting.  
Appointment of Auditing Committee.  
Reports of Standing Committees.  
Reports of officers.  
Annual report of Treasurer.  
Report of Auditing Committee.  
Election of officers.  
New business.  
Adjournment.

## MONTHLY MEETING.

### ORDER OF BUSINESS.

Roll call.  
Reading of minutes.  
Communications and bills.  
Reports of committees.  
Election of members.  
Unfinished business.  
Payment of dues.  
New business.  
Good and welfare.  
Treasurer's report.  
Adjournment.

